Requisition for Purchases

Please scan this completed form into the PO document cabinet

Vendor: _____ **Vendor #:** _____

School: _____

Requested by: _____ **Ship to:** _____

ATTN: _____

Approved by: _____ **Address:** _____

_____

Account Code: _____

Director Approval: _____

Quantity	Unit Price	Item #	Description	Total
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$

1) State Contract #: _____

2) Informal Bids Summary:

a) _____

b) _____

c) _____

3) sam.gov page see attached (for Federal/SNS)

FREIGHT	$
SUBTOTAL	$
Tax 6.75%	$
TOTAL	$